

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE – M.S. 1

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*Flex your power!
Be energy efficient!*

February 10, 2009

To: REPRESENTATIVES OF CALIFORNIA LOCAL GOVERNMENT
APPLICABLE CALTRANS EMPLOYEES
REPRESENTATIVES OF THE PRIVATE SECTOR

Subject: *Local Assistance Procedures Manual*

Enclosed is the *Local Assistance Procedures Manual* (LAPM) of the Department of Transportation (Caltrans), Division of Local Assistance to assist local agencies in taking advantage of State and federally funded transportation programs. We accomplish this by developing implementation policies that are consistent with Legislative requirements. This LAPM is to be used as a tool to help local agencies improve mobility across California.

The LAPM is continually being updated by a process, which releases Local Programs Procedures (LPPs). These LPPs are documents used for the deployment of new procedures and policies between updates of the manual and guidelines. They are numbered according to calendar year, and in order which released (i.e., the first LPP issued during the year 2008 would be LPP 08-01). This 2008 printed edition of the LAPM contains all LPPs issued up to and including LPP 08-04. An entire chronological list of LPPs is available for historical reference and can be viewed in the Internet on the Division of Local Assistance Home (DLA) Page at: <http://www.dot.ca.gov/hq/LocalPrograms/>. This manual is maintained online at: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>. If you wish to be notified by e-mail when LPPs are posted to the DLA Web site, you can subscribe to the DLA Web site at: <http://www.dot.ca.gov/hq/LocalPrograms/sub.htm>.

Our goal is to make the manual streamlined and user friendly. If you have any questions or wish to make comments for ongoing improvements to the manual, please feel free to contact the LAPM/LAPG Coordinator-David Saia at (916) 654-5620 and by e-mail at David_Saia@dot.ca.gov or the Manual Editor-Evelyn Williams, at (916) 653-8401 and by e-mail at: division_of_local_assistance@dot.ca.gov. You may also offer your suggestions by completing the enclosed form and returning it to us with your comments.

Sincerely,

Original Signed By

KEVIN POKRAJAC, Chief

Office of Procedures Development & Training

Division of Local Assistance

Enclosure

"Caltrans improves mobility across California"